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From: Executive Director, Naval Supply Systems Command

Subj: CITIDIRECT AS A MANAGEMENT TOOL FOR PURCHASE CARD USERS

1. The purpose of this letter is to explain the potential of the CitiDirect system for use as a management tool. A number of functions are available to all Purchase Cardholders (CHs), Approving Officials (AOs), and Agency Program Coordinators (APCs) that have Internet access. These capabilities may be used to manage the Purchase Card Program whether or not the activity is presently using CitiDirect for electronic invoice certification.

2. CitiDirect allows CHs, AOs, and APCs specific levels of access to account information and the ability to change information within the system appropriate to their level within the Purchase Card Program.

3. Cardholders can use CitiDirect to monitor their account throughout the cycle. Reviewing transactions during the month can greatly reduce the time it takes to reconcile the invoice (paper or electronic) prior to submission to the AO. In the past, CHs had to wait for the paper statement before they could start their review and reconciliation. Now, all of the information that is available to the cardholder on the paper statement is also available online as it posts throughout the month.

4. AOs and APCs have the most to gain by using CitiDirect as a management tool. By monitoring accounts and transactions during the cycle, the AO and/or APC can, for example, take more timely action against questionable purchases, possible split purchases, or purchases against the incorrect line of accounting. For the AO, spreading out over the cycle the review of CH accounts will greatly reduce the end of cycle workload that accompanies invoice certification. APCs may use CitiDirect to manage their cardholder and AO cycle limits as well as set single transaction limits or even close card accounts.

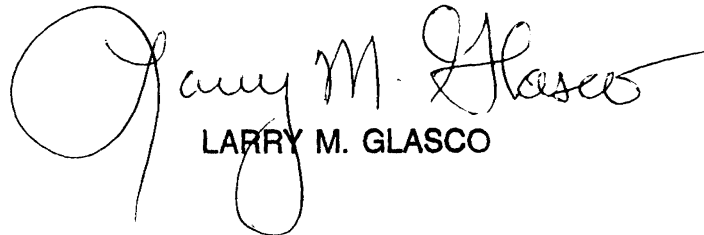
5. CitiDirect Dynamic Reporting is a robust reporting tool that provides real-time access to CitiDirect data. Its use for review of transactions was described in Purchase Card Periodic Notice (PCPN) #58, but it is available for much more than that. Periodic training for Dynamic Reporting is available and will be advertised by this office.

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General training for CitiDirect's various functions is available on the NAVSUP web site <http://www.navsup.navy.mil/main/purchase-card/index.htm> or on the CitiDirect web site <http://www.citidirect-gcs.com> under "Assistance."

6. All CitiDirect capabilities are currently available to CONUS General Funded activities (to include Hawaii, Alaska and Puerto Rico). NWCF and OCONUS activity implementation is anticipated during the latter part of FY02 and NAF activities are expected to implement during the first quarter of FY03. While complete CitiDirect functionality becomes available only after full implementation of CitiDirect and subsequent electronic certification of invoices, users that currently certify invoices manually should use CitiDirect as an effective management tool. I strongly encourage the use of CitiDirect as part of your ongoing Purchase Card Program management.

7. My point of contact regarding this letter is Ms. Karen Unitis, DSN 430-6089, 717-605-6089, or e-mail at karen_j_unitis@navsup.navy.mil.



LARRY M. GLASCO

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